

**SANDY CITY  
DIVISION OF PURCHASING  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
10000 CENTENNIAL PARKWAY SUITE 330  
SANDY, UTAH 84070**

**FEBRUARY 2010**

**INVITATION FOR BID:**

This is an informal solicitation of quotations which will be privately reviewed to determine that the functional requirements of the City are met. The City shall be the sole judge as to which quotation constitutes the "lowest and/or most responsible quote". An award will be made after the appropriate approvals are received. **This bid may be AWARDED in WHOLE or in PART.**

**PROJECT TITLE:    SANDY CITY 2010 SUMMER BROCHURE**

**REQUIREMENTS:**

- \* Bids must be received no later than **11:00 A.M., FRIDAY, FEBRUARY 26, 2010** by the Purchasing Department at City Hall: 10000 Centennial Parkway, Room 330, Sandy, Utah 84070. Bids will be publically opened. Bids received after the deadline shall not be considered and will be returned to the bidder unopened.
- \* Bids must be submitted in a sealed envelope with the project title "2010 Summer Brochure" and your company name and address clearly marked on the face of the envelope.
- \* See attached specifications.
- \* For further project information contact, Kevin Bybee or LeAnn Edmunds at (801) 568-2900.

The right is reserved to reject any/or all quotes received, to waive any informality or technicality in the received quotes, when deemed in the best interest of Sandy City Corporation. All quotes that meet, exceed or are comparable to minimum specifications will be accepted.

For Sandy City  
Mindi J. Bos  
Purchasing Agent

**SANDY CITY  
SPECIFICATIONS  
2010 SUMMER BROCHURE**

**I. INTENT OF SPECIFICATIONS**

It is the intent of these specifications to be descriptive and non-restrictive. Brand or trade names may be used to identify quality and performance levels and approved equals will be considered. These specifications set forth the minimum acceptable requirements for the Summer Brochure as described in this solicitation.

**II. SUBMISSION OF QUOTATION**

All bids must be submitted on the forms provided by Sandy City. Bids shall be submitted in a sealed envelope with the project title shown on the face of the envelope.

**III. SIGNATURE ON QUOTATION SHEET**

The proposal sheet must be signed by an authorized representative of the company named thereon. The signature on this form shall be interpreted to signify the vendor's intent to comply with all the terms, conditions and specifications set forth in this solicitation, unless specific exceptions are noted on the face of the Bid.

**IV. BID FORM**

All prices and notations shall be printed in ink or typewritten. No erasures will be permitted. Errors may be crossed out and corrections printed in ink or type written adjacent to the original figure and shall be initialed in ink by the person signing the bid.

**V. FAILURE TO SUBMIT A BID**

Failure to submit a bid or to advise the City Purchasing Agent that future solicitations are desired may result in the removal of bidder's name from the Vendor's list.

**VI. DELIVERY AN IMPORTANT FACTOR**

All bidders are hereby advised that delivery will be an important factor in award of this bid. Stated delivery dates must be based upon company projections and the City may require written confirmation of the projected delivery dates from the company prior to the award of the bid. Bidders are advised that failure to meet projected delivery dates without acceptable cause may result in removal of the Vendor from the bid list.

**VII. BID EVALUATION CRITERIA**

The City shall be the sole judge as to which Bid constitutes the "lowest and /or most responsible offer". Price is only one consideration, delivery and quality are other factors that will be considered in the award of the bid.

**VIII ADDITIONAL INFORMATION**

Interested parties may contact Kevin Bybee or LeAnn Edmunds at (801) 568-2900 for additional information.

**SANDY CITY  
BID SHEET  
2010 SUMMER BROCHURE - PRINTING**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

**FEATURES FOR CONSIDERATION:**

**APPROXIMATE QUANTITY REQUESTED - 38,000 BOOKLETS** - please see specifications (exact quantity still to be determined).

\$ \_\_\_\_\_ Per book                      \$ \_\_\_\_\_ **Per book** (if mail ready is not needed)

\$ \_\_\_\_\_ Hourly rate for art & typesetting

List additional costs if associated with your bid: \_\_\_\_\_

\_\_\_\_\_

List alternate paper brands if other than what is listed in specifications: \_\_\_\_\_

\_\_\_\_\_

Data format if different than listed in specifications: \_\_\_\_\_

Production time (number of days needed to meet deadline): \_\_\_\_\_

List any additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**SANDY CITY**  
**2010 SUMMER BROCHURE**  
**PRINTING SPECIFICATIONS**

1. Approximate quantity of **38,000** brochures, printed on 11 x 17, folded to 8 ½ x 11, stapled or saddle stitched.
2. Paper specifications:  
COVER - Springhill Index **100# white gloss** (colors to be selected) or equivalent.  
INSIDE PAGES - **smooth white**, Spectrum Offset Smooth 60# or equivalent, 11 x 17 folded to 8 ½ x 11.  
INK PMS one color throughout inside, up to four colors on cover, seven color City map on one side of the center page.
3. Please bid on **seven (7)** inside sheets, plus cover page, using 11" x 17" sheets, (we consider one 11" x 17" when folded makes 4 pages, a total of 28, 8 ½" x 11" inside pages), collated, folded, trimmed, staple stitched and delivered to the Post Office or **alternative delivery source**, mail ready, by scheduled date. Front cover may have up to sixteen digital photos. Sheets are printed two sided including cover. **One side of the center page will be a City map printed up to 5 colors.** *A copy of last years brochure is available upon request.*
4. Cover Design (**Optional**): May or may not be accepted as part of the bid. Please include your hourly rate to design our front cover, including up to sixteen photos and three logos. Ideas, photos and logos will be provided.  
\$ \_\_\_\_\_ Hourly rate for artwork
5. Text, graphics and City map will be submitted on a CD in PageMaker 7.0 and/or if needed as a PDF with some graphics from PageMaker. City map was created in Adobe InDesign.CS and/or as a PDF. Fonts are: Comic Sans MS, Arial Narrow and Times New Roman. Some art separations are available, however there could be ads that will not be camera ready. Please submit hourly rates for this service. Please specify any trouble using the above programs, files, artwork, graphics and fonts.
6. **Delivery time will be a crucial factor. The brochures must be ready to be delivered to Sandy residents, apartments, rentals, and businesses NO LATER than APRIL 9, 2010. State your deadline on the bid sheet for information to be submitted to make this deadline.** (Mail ready refers to providing the proper information needed to be delivered/mailed to Sandy residents and businesses.) The Post Office may or may not be used to deliver brochure. The delivery choice will be made prior to final printing of brochure.
7. If you are bidding brands other than those named, submit a sample for approval.
8. List data format you prefer and any that you CANNOT convert from.

**SANDY CITY  
BID SHEET  
2010 SUMMER BROCHURE - DELIVERY**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

**FEATURES FOR CONSIDERATION:**

**APPROXIMATE QUANTITY REQUESTED - 36,500 BOOKLETS** - please see specifications (exact quantity still to be determined).

\$ \_\_\_\_\_ Per book

List additional costs if associated with your bid: \_\_\_\_\_

\_\_\_\_\_

Production time (number of days needed to meet deadline): \_\_\_\_\_

List any additional information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**SANDY CITY  
2010 SUMMER BROCHURE  
DELIVERY - SPECIFICATIONS**

1. Approximate quantity of **36,500** brochures (printed on 11 x 17, folded to 8 ½ x 11, stapled or saddle stitched) to be delivered to every **Sandy residents and businesses** within Sandy City limits (including **apartments and rentals**). *A copy of last years brochure is available upon request.*
2. Please list any delivery route requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Describe the delivery method to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Delivery time will be a crucial factor. The brochures must be delivered to **Sandy residents, apartments, rentals, and businesses NO LATER than APRIL 22, 2010.** State your deadline if you cannot meet the above date. \_\_\_\_\_